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ABSTRACT

This handbook was developed for hearing impaired students at the National Technical Institute for the Deaf located at Rochester Institute of Technology. An illustrated guide to the main library on campus, it is language-appropriate for deaf students in a postsecondary education program, and may be used independently or in conjunction with formal instruction. A general introduction to library services is given, particularly in the areas of circulation, reference, and reserve. The guide explains how to find books using the library card and microfiche catalogs and Library of Congress call numbers. Basic information is presented on the location of articles from magazines, journals, and newspapers using indexes to the periodical literature. Goals, objectives, and self-evaluation quizzes with answers are provided for student use. The handbook concludes with a glossary of terms, a list providing information on other local resource centers, and a brief bibliography. (ESR)

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NTID STUDENT GUIDE TO WALLACE MEMORIAL LIBRARY

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Wallace Memorial Library

E. William Clymer, Instructional Developer
Communication Program, NTID

August, 1982

This is a prototype edition. Please forward any comments or suggestions to the authors.

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Intended Users Of This Book

This book has been written to help NTID students who are expected to do research as part of their course work. Students can find additional information about the library listed in the Bibliography section of this book.

Goal

This book will help you understand how you can use Wallace Memorial Library. After you read this book, you will be able to do the following objectives.

Objectives

You will be able to:

1) Locate the Wallace Memorial Library on a map of the RIT campus.
2) Determine the hours the library is open.
3) Identify the librarian who helps NTID students.
4) Describe the procedures for borrowing library materials.
5) Name the three ways the microfiche catalog system lists books.
6) Find a book listing by its author and/or title using the microfiche catalog system; and find several book listings on a subject using the microfiche catalog system.
7) Identify the four important parts of a microfiche catalog listing.
8) Use a call number to locate a book in the library.
9) Explain locater abbreviations.
10) Describe the purpose of the Reference Desk and the Reserve Desk.
11) Explain the purpose of an index to periodicals.
12) Identify the seven important parts of an article listing from an index to periodicals.
13) Locate a magazine article in the library using the periodicals file.

You will find some self-tests in this book. Self-tests will let you practice your new library skills. You and your teacher will decide if you should take the self-tests.

Problems? Questions? Ask your teacher or librarian to help you.

Introduction

Why Learn About The Library?

People who need information can find it at the library. RIT students use the library for their classwork. Students also use the library to read newspapers and magazines. They borrow "best sellers" for pleasure reading. When you know how to use the library, you can find the information you want.

What Is Your Past Experience?

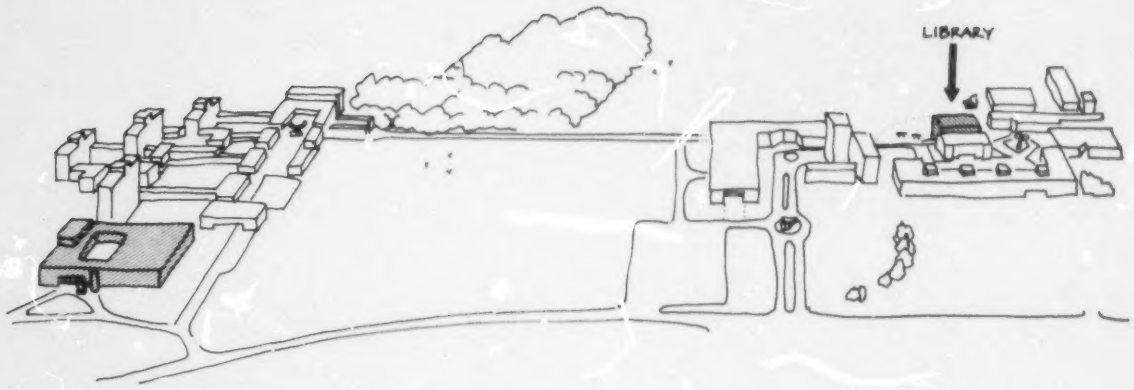
All libraries are organized in similar ways. Students who know how to use a library will learn to use Wallace Memorial Library easily.

Maybe you have not used a library very much. Maybe your school or public library was small. You might feel confused by our large, modern library at first. Most new RIT students feel the same way. Relax.

The Librarian Will Help You.

The job of the librarian is to help you find the information you want. The librarians will show you how to use the library. They will help you when you have a specific problem. You should never be afraid to ask for help in the library.

Where Is The Library?



When Is The Library Open?

The library is open at these times when classes are in session:

Monday - Thursday	8:00 a.m.	-	11:00 p.m.
Friday	8:00 a.m.	-	9:00 p.m.
Saturday	9:00 a.m.	-	6:00 p.m.
Sunday	12:00 noon	-	11:00 p.m.

Hours may change during exam times and vacations. Hours will be posted in the library.

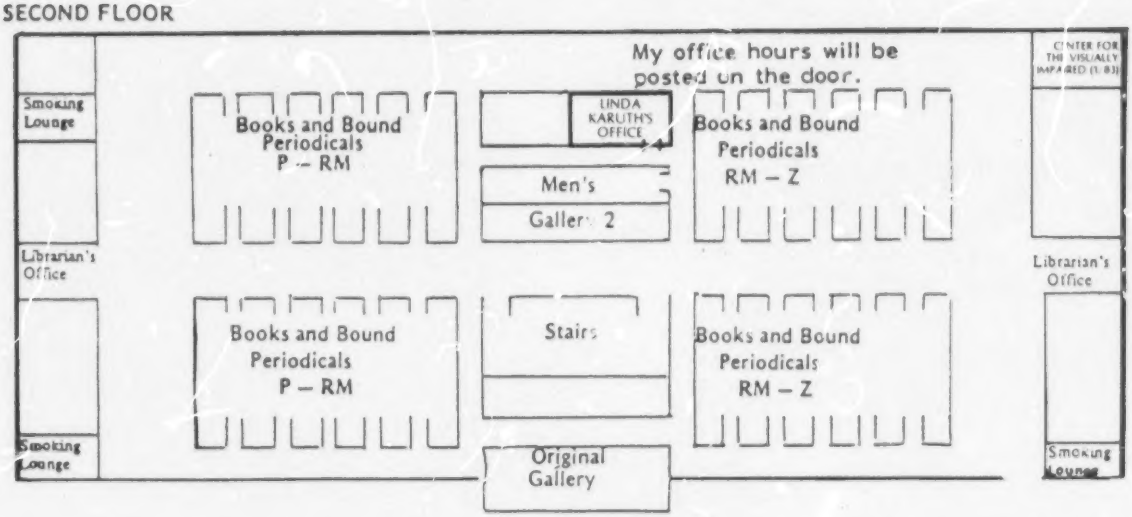
Who Can Give Help To NTID Students At Wallace Memorial Library?

Me! The author of this guide. My name is Linda Karuth. I am a librarian. You can find me at the library most days from 8:30 a.m. to 4:30 p.m. My office is on the second floor of the library. My office hours and an appoint-

ment sign up sheet are posted on the office door. You can ask for me at the Reference Desk or call the library's TDD number, X2563.

When I am not in the library DON'T WORRY. Other librarians will be happy to help you.

SECOND FLOOR



How Can You Use The Library?

You can use the library to find information for your school work or for your own enjoyment. The library has books and magazines about sports, hobbies, current events, automobile repair, the arts, careers and more! We also have a special collection of books about deafness named the "NTID Collection". It is on the shelves labeled "NTID".

The Media Resource Center has many films and slides you might enjoy.

Do you have trouble reading small print? We have magnifying glasses and even a Visualtek Machine that enlarges print up to sixty times. See Linda Karuth for information on special equipment and services.

Borrowing Library Materials

Can You Take Any Books Or Magazines Out Of The Library?

Most of the books in the library can be borrowed. Some books must be used only in the library. For example, the books in the Reference Section, on the 1st floor, must be used in the library. Examples of these kinds of books include encyclopedias, almanacs and directories. These books must stay in the library. Magazines and professional journals also stay in the library at all times. You can make copies of pages on copy machines here.

Almost all of the books on the 2nd and 3rd floors can be borrowed. You should look on the 2nd and 3rd floors for books to read outside the library.

How Do You Borrow A Book?

You need your student ID card to borrow a book. You must also register with the library. Registration is fast and easy. Ask someone at the Circulation Desk to help you. After you have registered you can use your ID card as a library card.

How Long Can You Keep Books?

Most books are loaned to you for three weeks. Check inside the cover for the due date of any book you borrow. If you need books longer, you may bring them back and borrow them again. Tell the person at the Circulation Desk that you want to renew your books.

What Happens When A Book Is Lost, Damaged Or Late?

"My dog ate my book!"

"My book got wet in the rain!"

"When I left the dorm, I know I had my book! Now it has disappeared!"

Many library books are damaged or lost every year. The people in the library understand that these things happen. When a library book is lost or damaged, you must pay to have it repaired or replaced.

The library charges five cents per day for books returned after their due date.

When you have a problem with a lost, damaged or overdue book, see the person at the Circulation Desk.

You Know The Library Has The Book You Need But You Can't Find It On The Shelf. What Should You Do?

Maybe the book is not where it belongs. Maybe you are looking in the wrong place. Ask for help at the Reference Desk.

Sometimes, another person has the book you need. The people at the Circulation Desk can save the book so you are the next person allowed to borrow it. This service is called "putting a HOLD on a book". Ask about it at the Circulation Desk. When the book is in the library, they will send you a message.

Student Borrowing A Book At The Circulation Desk

What If The Library Does Not Own The Book You Need?

Sometimes you need a special book or magazine article that our library does not own. We may be able to borrow it from another library. This service, called Interlibrary Loan takes one or two weeks. Ask at the Reference Desk for more information.

The Reference Desk

Need Information? Ask At The Reference Desk

The Reference Desk Is A Place To Ask For Help. The people at the Reference Desk will help you use the library. Need information? Ask your question at the Reference Desk. Here are some examples of the things people ask at the Reference Desk:

"Can you help me find some information for my report on computers?"

"Does the library have a Life Magazine from 1945?"

"How many calories are in a banana?"

"Who played in the Super Bowl in 1978?"

"How can I find a magazine article about photography?"

"Where are the rest rooms?"

"Can you help me find a picture of a killer whale?"

"How does the microfilm machine work?"

"Do you have the address of The Cat Fancier's Association?"

These are the kinds of questions we answer every day. Some of the librarians understand sign language and any librarian can use writing to help you. Save yourself some time--ask a question!

The Reserve Desk

Books That Teachers Reserve Are Checked Out Here.

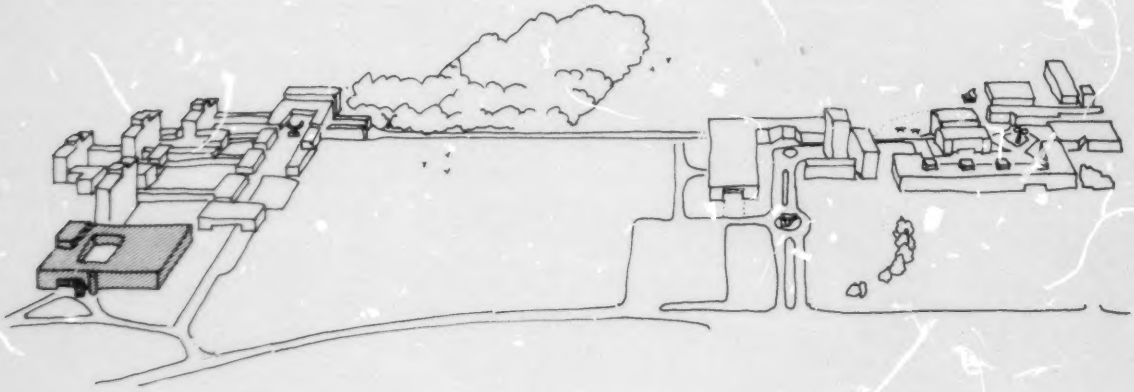
Sometimes teachers set aside (RESERVE) special books or articles so all the people in a class can take turns reading them. You must go to the Reserve Desk to borrow these materials.

There are special time limits on reserve books and articles. Please return material on time. Someone in your class may be waiting to use it.

Make sure you find out when your material must be returned. Fines are 25¢ per hour!

Self-Quiz

1. Place an "X" on the Wallace Memorial Library on this map.



See page 4

2. Can you use the library Sunday morning?

Yes ☐

No. ☐

See page 4

3. Who is the librarian that will assist NTID Students?

_____

See pages 4-5

4. How many weeks can you keep a library book you have borrowed?

1 week ☐

2 weeks ☐

3 weeks ☐

4 weeks ☐

See page 7

5. You need your ID card to borrow a book.

True /_/

False /_/

See page 7

6. Decide if you should use the Reference Desk or Circulation Desk for the following questions:

QUESTION	CIRCULATION DESK	REFERENCE DESK
o You want information on a subject	_____	_____
o You need help finding a magazine	_____	_____
o You want to borrow a book	_____	_____
o You need help using a machine	_____	_____
o Your book is overdue; you need to pay your fine	_____	_____

See pages 7-9

7. Materials at the Reserve Desk may be borrowed for 3 weeks

True /_/

False /_/

See page 10

Books - How To Find Them

Card Catalog

Libraries always keep a file which lists every book they have in their collection. Most libraries have their file on "index size" cards in cabinets. The file is called a card catalog and each card is called an entry. For every book, the library files one card in the catalog under the title of the book, and another card under the author's name. The library also files one or more cards for each book by its subject.

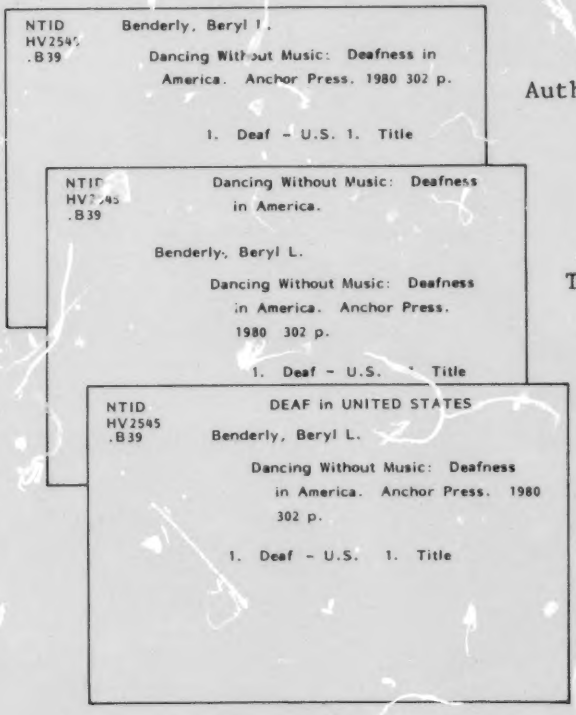
Example: the book Dancing Without Music: Deafness in America by Beryl L. Benderly has cards filed in 3 different places.

1) by author's name: Benderly, B.L.

2) by title: Dancing Without Music: Deafness in America

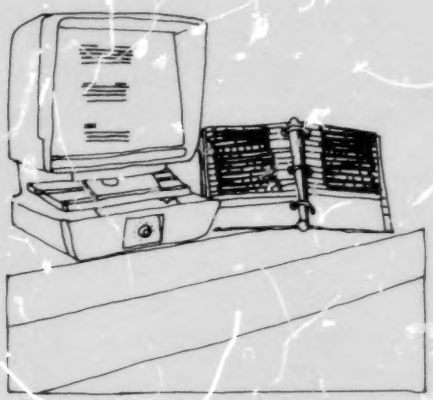
3) by subject: DEAF - United States

This means a library user can find this book by knowing the author's name, or the title or by looking under the subject: Deaf - United States.



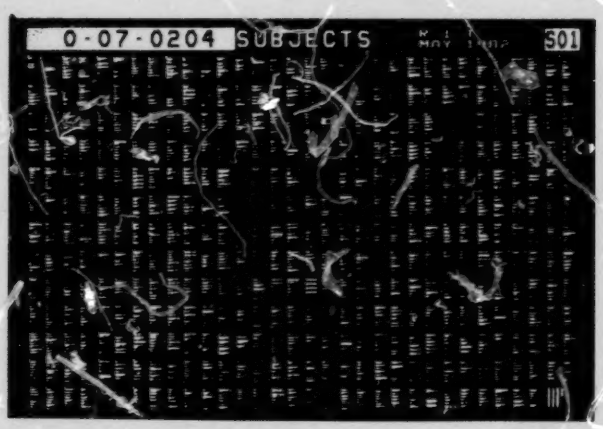
Microfiche Catalog

The Wallace Library has the same kind of catalog system as other libraries. There is one big difference! Our catalog is on microfiche. That means we do not use cards or cabinets. The catalog is listed on microfiche cards with hundreds of books (or entries) on each piece of microfiche. The print is very small and you need a special machine to read it. A card catalog requires many cabinets. A microfiche catalog fits in one notebook. In the Wallace Memorial Library, you will see microfiche readers and notebooks. Each notebook contains the complete catalog list. You can use any notebook and microfiche reader.



Microfiche Reader and Catalog

Microfiche Catalog Lists. The microfiche catalog list looks like this:



Microfiche Cards

The microfiche lists books by author name, book title, and subject.

Example: the book Dancing Without Music: Deafness in America by Beryl L. Benderly has cards filed in 3 places.

Author's Name Entry

BENDERLY, BERYL LIEFF.
Dancing without music: deafness in America/ Beryl Lieff Benderly. --1st ed. -- Garden City, N.Y. : Anchor Press/Doubleday, 1980. ix, 302 p.: 22 cm.
Includes index.
Bibliography: p. (275)-285.
1. Deaf - United States.
HV2545.839 NTID (in WML) c.2 NTID (in WML)

Title Entry

Dancing without music : deafness in America/ Beryl Lieff Benderly.
--
Benderly, Beryl Lieff. 1st ed. -- Garden City, N.Y. : Anchor Press/Doubleday, 1980. ix, 302 p.: 22 cm.
Includes index.
Bibliography: p. (275)-285.
1. Deaf - United States.
HV2545.839 NTID (in WML) c.2 NTID (in WML)

Subject Entry

DEAF - UNITED STATES
1980
Benderly, Beryl Lieff. Dancing without music: deafness in America/ 1st ed. -- Garden City, N.Y. : Anchor Press/Doubleday, 1980. ix, 302 p. : 22 cm.
1. Deaf - United States.
HV2545.839 NTID (in WML) c.2 NTID (in WML)

On-Line Computer Catalog

Now the library catalog of books is also available on a computer. The computer catalog is not explained in this guide. This is because the computer program the library is using is temporary.

You can only use the computer when you know the name of an author or the title of a book. You cannot find books listed by subject. You will find directions for using the computer in the library. Librarians will help you if you have problems.

The microfiche catalog is explained in this guide. This catalog will always be available in the library.

Microfiche Reader
and Microfiche Catalog

On-Line Computer Catalog

How To Use The Microfiche Catalog

The microfiche catalog is a list of books owned by our library. This list is divided into two parts:

Author/Title. The first part lists all of the books by title and all of the authors' names together in alphabetical order. When you already know an author or title that you need, you should use this alphabetical list.

Subject. The second part of the microfiche catalog lists subjects of books (what they are about). When you use this part, you can find the books about a subject (example: Solar Energy, or Football). These cards list the subjects in alphabetical order.

Warning! Looking for books by subject can be tricky.

For example:

Books about UFO's are listed under the subject heading FLYING SAUCERS

Books about SOCIAL WORK are listed under the subject heading SOCIAL SERVICES

To find books about AMERICAN HISTORY you must use the words UNITED STATES HISTORY.

Sometimes you can't find information on your subject in the subject microfiche catalog. Ask the librarians at the reference desk to help you. That is why we are there! To help you.

Reference Librarian Helping A Student.

Microfiche Entries - Important Information. Let us imagine you looked in the subject list under COMPUTERS-HISTORY. Here is an example of one of the books you would have found.

The information would look like this on the microfiche:

COMPUTERS - HISTORY.
1981
Evans, Christopher. The making of the micro : a history of the computer / New York : Van Nostrand Reinhold. c1981.
115 p. : ill.
1. Computers - History
QA76.17.E92

Explanation:

- COMPUTERS-HISTORY is the subject heading.
- 1981 is the copyright date.
- Evans, Christopher is the author.
- The making of the micro : a history of the computer is the title of the book.
- New York is the city where the book was published.
- Van Nostrand Reinhold is the name of the publishing company.
- 115 p. is the length of the book.
- ill. is an abbreviation for illustrations. This means the book has one or more pictures.
- 1.Computers - History is the subject heading. Many books have more than one subject heading. They are all listed in this place on each microfiche entry.
- QA76.17.E92 is the call number of the book. This call number tells you where the book can be found in the library.

Self-Quiz

1. What are the three ways books are listed in the microfiche catalog?

   1) _____

   2) _____

   3) _____

Directions: Read the following entries and fill in the blanks.

2. ANIMALS, LEGENDS AND STORIES OF.
   1975
   Spring, Robert, 1918-. Wildlife encounters / Seattle : Superior, c1975. 109 p. : ill.
   1. Spring, Robert, 1918- 2. Animals, Legends and stories of.
   3. Zoology - Northwest, Pacific - Pictorial works.
   QL212.S67

   Author _____

   Title of Book _____

   Copyright Date _____

   Call Number _____

3. MCCULLERS, CARSON (SMITH)
   The heart is a lonely hunter, by Carson McCullers. Boston, Houghton Mifflin company, 1940.
   I. Deaf In Literature
   PS3525.A1772H4

   Author _____

   Title of Book _____

   Copyright Date _____

   Call Number _____

Check your answers. See page 20.

Self-Quiz Answers

1. What are the three ways books are listed in the microfiche catalog?

   1) Author

   2) Title

   3) Subject

Directions: Read the following entries and fill in the blanks.

2. ANIMALS, LEGENDS AND STORIES OF.
   1975
   Spring, Robert, 1918-. Wildlife encounters / Seattle : Superior, c1975. 109 p. : ill.
   1. Spring, Robert, 1918- 2. Animals, Legends and stories of.
   3. Zoology - Northwest, Pacific - Pictorial works.
   QL212.S67

   Author: Spring, Robert

   Title of Book: Wildlife Encounters

   Copyright Date: 1975

   Call Number: QL212.S67

3. MCCULLERS, CARSON (SMITH)
   The heart is a lonely hunter, by Carson McCullers. Boston, Houghton Mifflin company, 1940.
   I. Deaf In Literature
   PS3525.A1772H4

   Author: McCullers, Carson

   Title of Book: Heart is a Lonely Hunter

   Copyright Date: 1940

   Call Number: PS3525.A1772H4

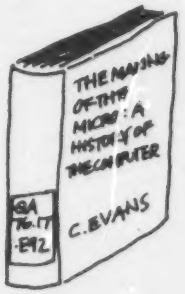
How To Find A Book By Using Its Call Number

COMPUTERS - HISTORY.
1981
Evans, Christopher. The making of the micro : a history of the computer / New York : Van Nostrand Reinhold. c1981.
215 p. : ill.
1. Computers - History.
QA76.17.E92

Every microfiche entry has a call number. The call number tells you where to find the book.

Each book labeled with its own special call number. Call numbers are assigned by subject. For example, all QA books are about math. QA70 books include books about computers.

A book and its call number:



QA 76.17 .E92

Let's break this call number into three parts:

QA

76.17

.E92

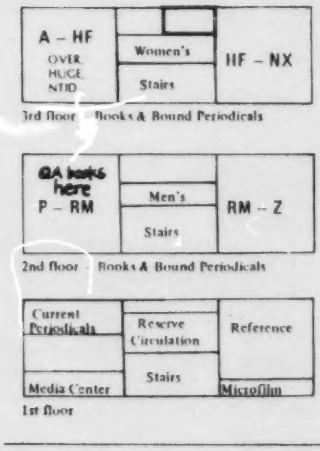
Step 1

Look at the first part of the call number.

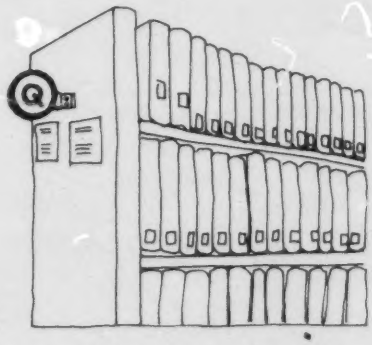
(QA) 76.17 .E92

First, find the shelves where the QA books are. This is easy because the books are arranged in alphabetical order by call number A-Z.

Wallace Memorial Library
Locations



To find QA books you must go to the 2nd floor and turn left.



Markers at the end of each row of book shelves will also help you find your call number.

After you find the right letter area you are ready for Step 2.

Step 2

Look at the second part of the call number.

QA (76.17) .E92

You will find that all QA books are organized in number order. Follow the numbers from 1 to 76.17.

Step 3

Look at the third part of the call number.

QA 76.17 (.E92)

Yes! There is a third part to the call number: .E92. This is a code for the author's last name. When there are many books with similar call numbers, this third part will help you find the exact book you want.

What If The Call Number Has "Extra Letters"?

Those "extra letters" mean the book you want is in a separate collection. The "extra letters" are called locators and are usually abbreviated words.

A list of these locators is below. You can ask for help at the Reference Desk if you have a problem with locators.

Locator	Meaning	Location
DESK	Ask at Reserve Desk.	1st Floor
REF.	Reference Book. Non-Circulating	1st Floor
OVER(or HUGE)	Oversize books. (Large books.)	3rd Floor
NTID	Collection on Deafness.	3rd Floor
THES	An R.I.T. Thesis. Non-Circulating	Lower Level
R.I.T.	R.I.T. Archival material. Non-Circulating	Lower Level
RARE	Rare book. Non-Circulating.	Lower Level
CHEM	Graduate Chemistry Library in the Science Bldg.	Science Bldg.
CARY	Collection on Printing History in the Graphic Arts Building. Non-Circulating	Printing Bldg.
PER.	Bound magazines (also called periodicals or journals). These "bound magazines" are on the shelves with the regular books. Look for them by call number.	1st & 2nd Floors

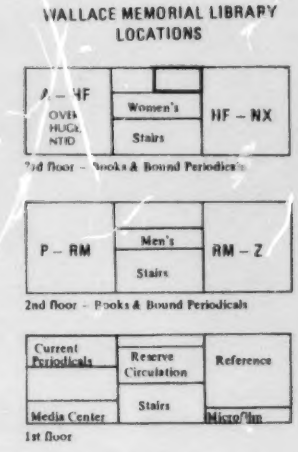
Locators On Reference Books

Self-Quiz

Read the following entries. Look at the map of the library. Write the number of the entry on the map of the library where you would find the book.

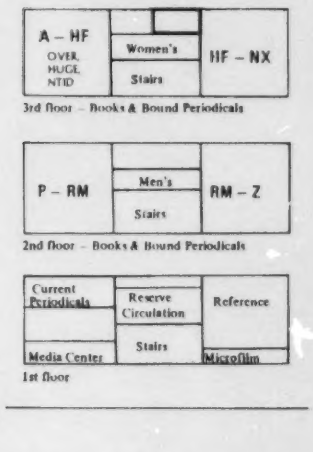
1. THE GREAT AMERICAN DESERT THEN AND NOW (by) W. Eugene Hollon. New York, Oxford University Press, 1966. ix, 284 p. illus., maps. 22 cm. Hollon, William Eugene, 1913-1. The West--History. 2. The West--Description and travel--1951-3. Deserts--The West.
F591.H6

1.



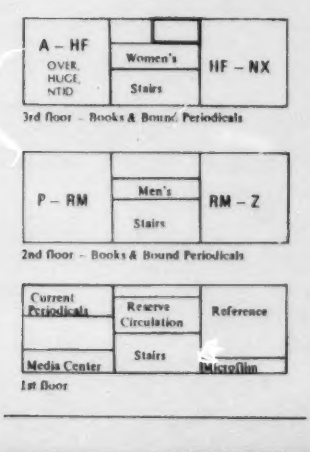
2. THE GREAT AMERICAN FOOD HOAX. New York, Walker (1971). 216 p. 24 cm. Margolius, Sidney, 1911-1. Marketing (Home economics)
TX356.M37 1971

2.



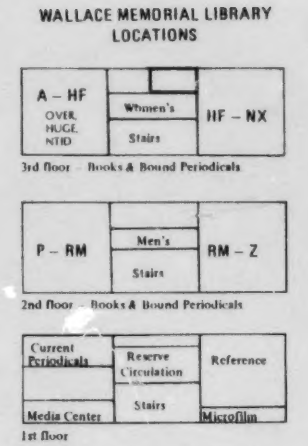
3. THE GREAT AMERICAN FOOT: (EXHIBITION) MUSEUM OF CONTEMPORARY CRAFTS OF THE AMERICAN CRAFTS COUNCIL, APRIL 14-JUNE 30, 1978, NEW YORK, NY / sponsored by the Kinney Shoe Corporation. New York: The Museum, (1978). 56 p.: ill. (some col.)
American Crafts Council. Museum of Contemporary Crafts.
1. Boots and shoes--History--Exhibitions.
2. Boots and shoes in art--Exhibitions.
GT2130.A54

3.



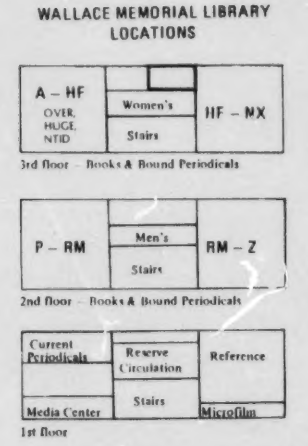
4. THE GREAT AMERICAN FOREST, by Rutherford Platt. Illus. by Stanley Wyatt. Englewood Cliffs, N.J., Prentice-Hall (1965).
xii, 271 p. illus. map 25 cm. (Prentice-Hall series in nature and natural history) Platt, Rutherford Hayes, 1984-1. Forests and forestry--North America.
AD140.P55

4.



5. THE GREAT AMERICAN HERITAGE; THE STORY OF THE FIVE EISENHOWER BROTHERS. New York, Farrar, Straus and Cudahy (1955).
331 p. illus. 23 cm. Kornitzer, Bela.
1. Eisenhower family.
E837.A2K6

5.



6. The following call numbers have special locaters. Write the meaning of the special locater next to the call number.

A) REF HV3001.N7 A) _____

B) HV2545.B39 NTID B) _____

C) DESK KF3738.B78 C) _____

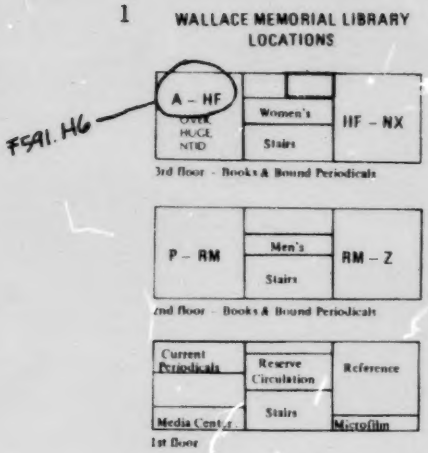
D) NK1135.C8 OVER D) _____

Check your answers. See page 28.

Turn Page For Self-Quiz Answers

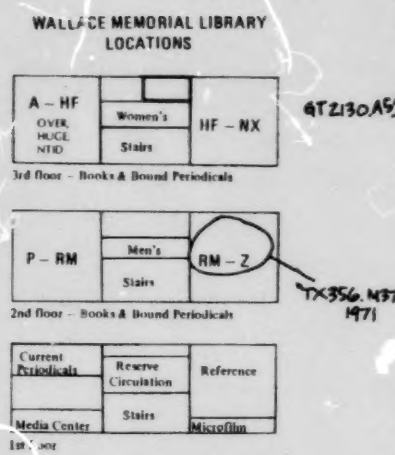
Self-Quiz Answers

1



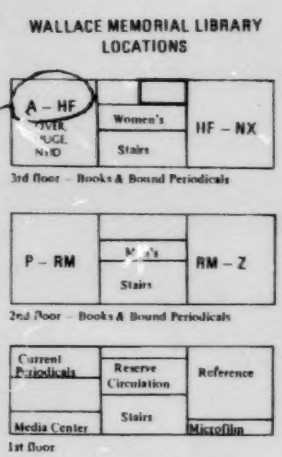
FS91.H6

2



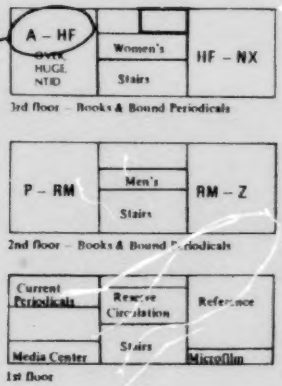
TX356.N37 1971

3



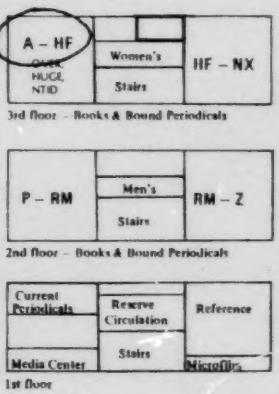
GT2130.A54

4



AD140.P55

5



E837.A2K6

6.

A)	REF HV3001.N7	A)	Reference Book
B)	HV2545.B39 NTID	B)	Collection on Deafness
C)	DESK KF3738.B78	C)	At the Reserve Desk
D)	NK1135.C8 OVER	D)	Oversize (large) book

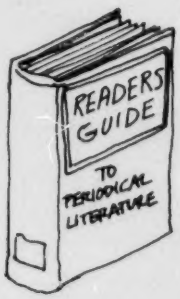
Magazines, Journals and Newspapers

How To Find A Periodical (Magazine) Article About A Specific Subject

You should use a special index for magazine articles. Indexes list the subjects and authors of articles in magazines, journals and newspapers. The lists are usually in alphabetical order. Directions for each index can usually be found on the front pages. Ask for help at the Reference Desk.

How To Know Which Index To Use

Find articles in magazines like Time and Newsweek by using The Reader's Guide to Periodical Literature or the Magazine Index.



Other indexes specialize in one subject area. A few of the special indexes you might use include:

Art Index.

Essay and General Literature Index.

General Science Index.

Humanities Index.

Business Periodicals Index.

The Business Index.

Social Science Index.

Index to Legal Periodicals.

Applied Science and Technology Index.

All of these indexes are on the 1st floor of the library.

You Found Your Subject In An Index. What Do You Do Next?

You found one or more magazine articles listed under your subject heading. Choose the articles you like and write down all the information you find for each one.

Each article would be listed like this example:

BICYCLES and tricycles
Biking is fun. Joe Schwinn. Bicycling 22:35-39 May 1981

Explanation:

- o BICYCLES and tricycles - is the subject heading.
- o Biking Is Fun - is the title of the article.
- o Joe Schwinn - is the author of the article.
- o Bicycling - is the name of the magazine.
- o 22 - is the volume number.
- o 35-39 - are the page numbers.
- o May 1981 - is the date of the magazine

Some indexes use abbreviations and different styles. You can find an explanation in the front of the index. Ask for help at the Reference Desk if you need it.

You Know What Periodical You Need. How Do You Find It?

The library keeps periodicals three different ways:

New Magazines. Most new magazines, journals and newspapers are on the 1st floor on the Current Periodicals Shelves. Current periodicals means magazines, newspapers, etc., that are less than a year old. The current periodicals are arranged on the shelves in alphabetical order by title.

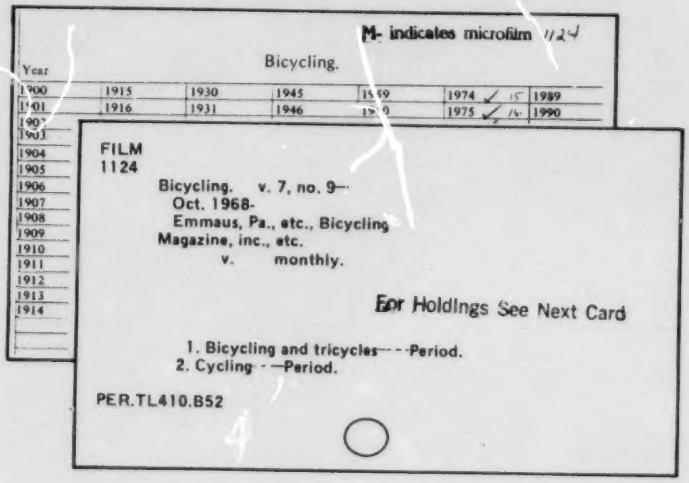
Older Periodicals. Some older periodicals are on microfilm. The microfilms are in black cabinets on the first floor. You can make copies from microfilm!

Older Periodicals. Some older periodicals are bound. Bound means they are gathered together with a cover so they look like a book. These bound periodicals have call numbers by subject and are on shelves with regular books.

Where to Look For Periodicals

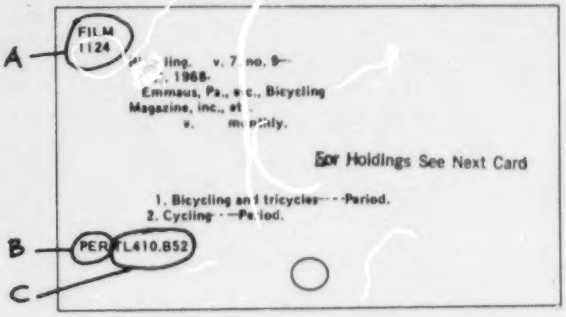
The library has a special file called the Periodicals File. This file lists all of the magazines, journals and newspapers we buy. The list is in alphabetical order by name. Each periodical has two cards in the file. The cards explain where to find the magazine in the library.

Periodical File



Periodical Cards

Title Card. This card gives you general information about the periodical.

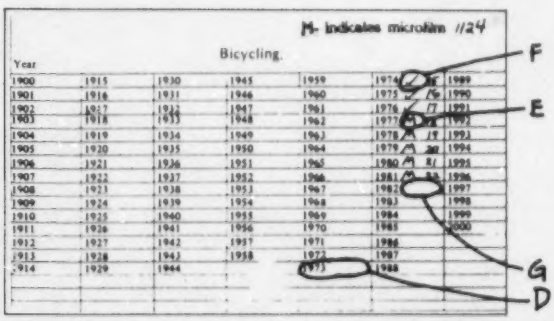


(A) Microfilm number

(B) PER means periodical. Periodicals cannot be borrowed. You can make copies of magazines, books or microfilm.

(C) Call Number for bound magazines.

Holdings Card. This card tells you how long the library has been buying the magazine BICYCLING. It also tells you which issues are bound and which are on microfilm.



(D) Blank space at a past year means the library does not have it. You may request an Interlibrary Loan. Ask at the Reference Desk.

(E) M means microfilm. To find these years you need the microfilm number 1124.

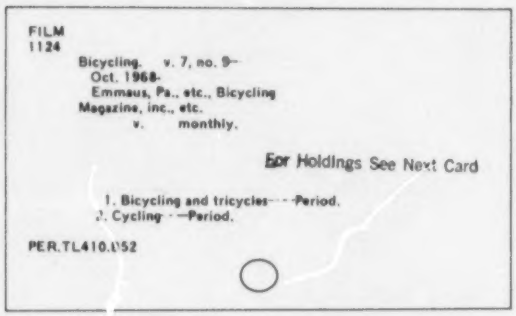
(F) ✓ means the magazines are bound. To find these years you need the call number on the first card TL 410.B52.

(G) Blank space at current year. Look on the Current Periodical shelves.

Example. You want to read the following article:

B'king Back Roads. Bicycling 22:60-68 May 1981.

Use the cards for BICYCLING to find where the article in located in the library.



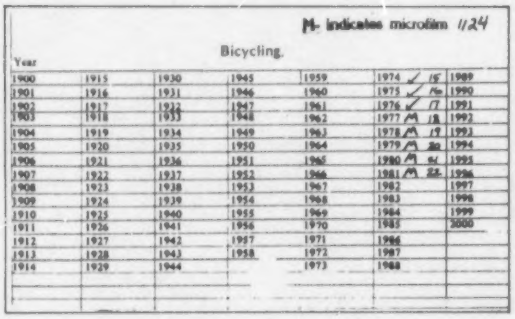
FILM
1124

Bicycling. v. 7, no. 9–
Oct. 1968-
Emmaus, Pa., etc., Bicycling
Magazine, inc., etc.
v. monthly.

For Holdings See Next Card

1. Bicycling and tricycles—Period.
2. Cycling—Period.

PER.TL410.B52



M- indicates microfilm 1124

Bicycling.

Year						
1900	1915	1930	1945	1959	1974 ✓ 15	1989
1901	1916	1931	1946	1960	1975 ✓ 16	1990
1902	1917	1932	1947	1961	1976 ✓ 17	1991
1903	1918	1933	1948	1962	1977 M 18	1992
1904	1919	1934	1949	1963	1978 M 19	1993
1905	1920	1935	1950	1964	1979 M 20	1994
1906	1921	1936	1951	1965	1980 M 21	1995
1907	1922	1937	1952	1966	1981 M 22	1996
1908	1923	1938	1953	1967	1982	1997
1909	1924	1939	1954	1968	1983	1998
1910	1925	1940	1955	1969	1984	1999
1911	1926	1941	1956	1970	1985	2000
1912	1927	1942	1957	1971	1986	
1913	1928	1943	1958	1972	1987	
1914	1929	1944		1973	1988	

Explanation:

- You need a 1981 magazine
- The card shows you will find that year (volume 22) on microfilm
- The microfilm number is 1124

Ask for help at the Reference Desk if you have any questions.

Self-Quiz

1. Name the parts of this example article found in an index.

POISONOUS plants
Mushroom news. W. Litten. Scientific American 241:92-3 Nov. '79

Subject Heading _____

Title of the Article _____

Author of the Article _____

Name of the Magazine _____

Volume Number _____

Page Number _____

Date _____

These are the cards from the Periodicals File for Scientific American magazine.

PER.
T
I
.S5

Scientific American. v. 1-14, Aug. 28, 1845—June 25, 1859;
new ser., v. 1— July 2, 1859
[New York]

v. in illus. (part col.) ports., diagrs. 29-41 cm.

For Holdings See Next Card

FILM
603

1. Technology - Period. 2. Science - Period.

T1.S5

M- indicates microfilm 603

Scientific American.

Year						
1900	1915	1930	1945 ✓	1959 ✓	1974 M	1989
1901	1916	1931	1946 ✓	1960 M	1975 M	1990
1902	1917	1932	1947 ✓	1961 M	1976 M	1991
1903	1918	1933	1948 ✓	1962 M	1977 M	1992
1904	1919	1934	1949 ✓	1963 M	1978 M	1993
1905	1920	1935	1950 ✓	1964 M	1979 M	1994
1906	1921	1936	1951 ✓	1965 M	1980 M	1995
1907	1922	1937	1952 ✓	1966 M	1981 M	1996
1908	1923	1938	1953 ✓	1967 M	1982	1997
1909	1924	1939 ✓	1954 ✓	1968 M	1983	1998
1910	1925	1940 ✓	1955 ✓	1969 M	1984	1999
1911	1926	1941 ✓	1956 ✓	1970 M	1985	2000
1912	1927	1942 ✓	1957 ✓	1971 M	1986	
1913	1928	1943 ✓	1958 ✓	1972 M	1987	
1914	1929	1944 ✓		1973 M	1988	

You will find this article:

_____ on microfilm?

_____ bound?

2. Name the parts of this example article found in an index.

GLASS sculpture
Transparent Motif. J. Butterfield.
Art in America 66:95-9 Sept. '78.

Subject Heading _____

Title of Article _____

Author of the Article _____

Name of the Magazine _____

Volume Number _____

Page Number _____

Date _____

These are cards from the Periodicals File for Art in America magazine.

FILM
934 Art in America; an illustrated magazine . . . v. 1—
Jan. 1913—
New York, F. F. Sherman [1913]—

v. Illus., plates. 26½ cm.

Quarterly. 1913: bimonthly, 1914—
Editors: Jan. 1913-Feb. 1917, W. R. Valentiner (F. J. Mather, Jr., acting editor, Dec. 1914-Oct. 1915)-Apr. ? 1917— F. F. Sherman.

For Holdings See Next Card

1. Art—Period.

PER.N1.A43

M- indicates microfilm 934

Art in America; an illustrated magazine.

Year						
1900	1915	1930	1945	1959 ✓	1974 M	1989
1901	1916	1931	1946	1960 ✓	1975 M	1990
1902	1917	1932	1947	1961 ✓	1976 M	1991
1903	1918	1933	1948	1962 ✓	1977 M	1992
1904	1919	1934	1949	1963 ✓	1978 M	1993
1905	1920	1935	1950	1964 ✓	1979 ✓	1994
1906	1921	1936	1951	1965 ✓	1980 ✓	1995
1907	1922	1937	1952	1966 ✓	1981	1996
1908	1923	1938	1953	1967 ✓	1982	1997
1909	1924	1939	1954	1968 ✓	1983	1998
1910	1925	1940	1955	1969 ✓	1984	1999
1911	1926	1941	1956 ✓	1970 ✓	1985	2000
1912	1927	1942	1957 ✓	1971 ✓	1986	
1913	1928	1943	1958 ✓	1972 ✓	1987	
1914	1929	1944		1973 ✓	1988	

You will find this article:

_____ on microfilm

_____ bound

Turn page for Self-Quiz Answers

Self-Quiz Answers

1. Name the parts of this example article found in an index.

POISONOUS plants
Mushroom news. W. Litten. Scientific American 241:92-3 Nov. '79

Subject Heading Poisonous Plants

Title of the Article Mushroom news

Author of the Article W. Litten

Name of the Magazine Scientific American

Volume Number 241

Page Number 92-93

Date November '79

These are the cards from the Periodicals File for Scientific American magazine.

PER.
T
1
.S5

Scientific American. v. 1-14, Aug. 28, 1845—June 25, 1859; ne / ser., v. 1— July 2, 1859
[New York]

v. in illus. (part col.) ports., diagrs. 29-41 cm.

For Holdings See Next Card

FILM
603

1. Technology—Period. 2. Science—Period.

T1.S5

M- indicates microfilm 603

Scientific American.

Year						
1900	1915	1930	1945 ✓	1959 ✓	1974 M	1989
1901	1916	1931	1946 ✓	1960 M	1975 M	1990
1902	1917	1932	1947 ✓	1961 M	1976 M	1991
1903	1918	1933	1948 ✓	1962 M	1977 M	1992
1904	1919	1934	1949 ✓	1963 M	1978 M	1993
1905	1920	1935	1950 ✓	1964 M	1979 M	1994
1906	1921	1936	1951 ✓	1965 M	1980 M	1995
1907	1922	1937	1952 ✓	1966 M	1981 M	1996
1908	1923	1938	1953 ✓	1967 M	1982	1997
1909	1924	1939 ✓	1954 ✓	1968 M	1983	1998
1910	1925	1940 ✓	1955 ✓	1969 M	1984	1999
1911	1926	1941 ✓	1956 ✓	1970 M	1985	2000
1912	1927	1942 ✓	1957 ✓	1971 M	1986	
1913	1928	1943 ✓	1958 ✓	1972 M	1987	
1914	1929	1944 ✓		1973 M	1988	

You will find this article:

✓ on microfilm?

_____ bound?

2. Name the parts of this example article found in an index.

GLASS sculpture
Transparent Motif. J. Butterfield.
Art in America 66:95-9 Sept. '78.

Subject Heading Glass Sculpture

Title of Article Transparent Motif

Author of the Article J. Butterfield

Name of the Magazine Art in America

Volume Number 66

Page Number 95-99

Date Sept. '78

These are cards from the Periodicals File for Art in America magazine.

FILM
934 Art in America; an illustrated magazine . . . v. 1–
Jan. 1913–
New York, F. F. Sherman [1913]–

v. Illus., plates. 26½ cm.

Quarterly, 1913; bimonthly, 1914–
Editors: Jan. 1913-Feb. 1917, W. R. Valentiner (F. J. Mather, Jr., acting ed. or. Dec. 1914-Oct. 1915)-Apr. ? 1917– F. F. Sherman.

For Holdings See Next Card

1. Art–Period.

PER.N1.A43

M- indicates microfilm 734

Art in America; an illustrated magazine.

Year						
1900	1915	1930	1945	1959 ✓	1974 M	1989
1901	1916	1931	1946	1960 ✓	1975 M	1990
1902	1917	1932	1947	1961 ✓	1976 M	1991
1903	1918	1933	1948	1962 ✓	1977 M	1992
1904	1919	1934	1949	1963 ✓	1978 M	1993
1905	1920	1935	1950	1964 ✓	1979 ✓	1994
1906	1921	1936	1951	1965 ✓	1980 ✓	1995
1907	1922	1937	1952	1966 ✓	1981	1996
1908	1923	1938	1953	1967 ✓	1982	1997
1909	1924	1939	1954	1968 ✓	1983	1998
1910	1925	1940	1955	1969 ✓	1984	1999
1911	1926	1941	1956 ✓	1970 ✓	1985	2000
1912	1927	1942	1957 ✓	1971 ✓	1986	
1913	1928	1943	1958 ✓	1972 ✓	1987	
1914	1929	1944		1973 ✓	1988	

You will find this article:

__✓__ on microfilm

_____ bound

13

Vocabulary Words

1. Bound Periodical - Magazines sewn into a book cover and shelved like a book.

2. Call Number - All the books in the library are shelved in order by call number. The call number tells you where to find a book. You could say that the call number is the address of the book in the library. Call numbers are assigned by subject.

3. Entry - Information about a single book or magazine article. Each entry is part of a list in a catalog or index.

4. Index - A list of subjects or names in alphabetical order. An index in a book lists the subjects in that book. A periodical index lists the subjects of articles in magazines.

5. Interlibrary Loan - A special borrowing plan to get magazine articles or books from other libraries. For more information ask at the Reference Desk.

6. Microfiche - A card made of film with information printed on it. The print is so small you need a special machine to enlarge it.

7. Microfilm - A roll of film with information printed on it. A machine is needed to read the film. Many old issues of magazines are kept on microfilm or microfiche.

8. Periodical - The "library" definition for a magazine, journal, or newspaper that is published "periodically" - example daily, weekly or monthly.

9. Periodical File - A file containing cards for every magazine, journal and newspaper the library buys. The cards are arranged in alphabetical order, by the name of the periodical. This file tells you where our library keeps the periodical you are looking for.

10. Reference Books - Books that provide factual information, definitions, statistics, addresses, summaries and/or general brief descriptions. Examples of typical reference books are encyclopedias, dictionaries, atlases, almanacs, and directories.

11. Volume Numbers and Issues (for periodicals) - The volume number is a number given to a group of magazines that are published during a certain time period. For example: National Geographic Magazines published in 1980 are all given the volume numbers 157 and 158. Each magazine is called an issue.

Example: The January 1980 NATIONAL GEOGRAPHIC MAGAZINE would be issue #1 volume 157. The February 1980 NATIONAL GEOGRAPHIC MAGAZINE would be issue #2 volume 157.

Other Library Resource Centers

General

Reading Lab. NTID English Learning Center - Building #60, Rm. 2225, TDD 475-6613.

The Reading Lab is open to all NTID students. The Lab has a good collection of leisure reading materials. Novels, mysteries, romances, classics and non-fiction books about sports and other subjects are here. Books at all reading levels can be found. The Rochester morning newspaper and some popular magazines are in the Reading Lab. Need an encyclopedia, dictionary or an atlas? A small collection of basic reference books are in the Reading Lab. Hours: daily weekdays and some evenings.

General Education Resource Center (GERC). Building 50B (Peterson Hall) Rm. 1139, TDD 6867

The GERC is a resource center for NTID students who need help with classwork. (Especially College of General Studies classes.) Both professional and student tutors work in the GERC to help you. The GERC has a collection of videotapes, and current and old magazines. GERC also has about 1000 books that you can borrow. You can find the daily newspaper at the GERC. Please contact Ogden Whitehead for more information (6867).

Hours: 6PM - 9PM, M-TH all quarters except summer. Daytime hours to be announced.

Science

Science Learning Center. Building #8, Basement. TDD 475-2144.

The Science Learning Center has a collection of books, models and programmed learning materials. Some instructors put "reserve reading" material here. Many NTID cross-registered students use the Science Learning Center. Hours: Weekdays 9-4 and one evening each week.

Chemistry Library. Building #8, Rm. 3100, 475-2520 (no TDD).

The Chemistry Library is a special collection of Wallace Memorial Library. This library has books and magazines about advanced chemistry. Hours: 8:30-11:00 P.M. - Mon-Thurs. Shorter hours Fridays and Weekends.

Printing

T and E Center (Technical and Educational Center). Also known as GARC (Graphic Arts Research Center), Gannett Building (7B), Rm. 118. 475-2791 (no TDD)
The T and E center has a special collection of books and articles about printing. This collection is used mostly by masters students and faculty members.
Hours: Check at the T & E Center.

Cary Library. Gannett Building (7B) Main Floor 475-2408 (no TDD)

Cary Library has a special collection of very valuable books about fine printing, papermaking and book design. These books can be used only at the Cary Library. Hours: 9-5 weekdays and one evening per week.

Public

Rundel Library. 115 South Ave., Downtown Rochester, 428-7300 - (no TDD).

This is the main public library of Rochester. You can use any public library in Rochester. You need your RIT ID card and another piece of identification (example - driver's license) to get a library card.

Hours: M-TH 9-9

Fri 9-6

Sat 10-4

Closed on Saturday during the summer.

Henrietta Public Library. 475 Calkins Rd. TDD 334-3401.

This is the closest public library to RIT. It has a fine collection of books and magazines. It is a very comfortable place to work or relax with a book. The librarians are very helpful.

Hours: M 1-9

T,W,Th 9-9

Fri 1-5

Sat 10-5

Sun 1-5

Closed weekends during the summer.

Bibliography

Hagemeyer, Alice. The Public Library Talks To You. Washington, D.C. Gallaudet College, 1975.

Malcolm, Andrew and Keegan, Teresa. A Workbook in Library Science for NTID Students. Rochester: NTID, 1981.

Biser, Eileen. The Research Paper: Investigate. Rochester, N.Y. NTID, 1981.

How to Use the Readers' Guide to Periodical Literature. New York: H.W. Wilson Co., 1980.

Toth, Greg and Bell, Larry. Finding Answers in the Library. (Parts 1-3) Slide/Tape to be captioned. Rochester: RIT/Wallace Memorial Library, 1982.